OLRS Communication

What?   Statistics, Information, and Reminders

Who?   OLRS Professional Users

When?   July 23, 2014

Did you know that we just entered our 5th year of using the current online recruiting system (OLRS)? The state launched the OLRS on July 1, 2010 with 179 postings and 2,095 applications received within the first five days. Since then, the use of the OLRS by agencies and job seekers has greatly increased!

In FY11…
- 76 agencies, boards, or commissions had used the system to post a job.
- 59 of those accepted online applications for their postings.
- 39 entered their hires into the system.
- 4,222 postings were published.
- 229,877 applications were received.

From implementation to the end of FY14, a total of…
- 98 agencies, boards, or commissions have used the system to post a job.
- 77 of those accepted online applications for their postings.
- 63 entered their hires into the system.
- 38,403+ postings have been published.
- 1,326,683 applications have been received.

All of the Executive Branch agencies with 100 or more FTE's have posted jobs and accepted online applications, with all but three of those agencies using the system end-to-end by posting their jobs, accepting online applications, and entering hires.

The more information you put into the system, the more you can get out! Agencies using the system end-to-end have the ability to run reports on their applicant and hires data to support Governor's Initiatives on veterans' and people with disabilities employment opportunities and affirmative action statistics. The data may be included in statewide reports provided to OFM for the HR Management Report, and for research and analysis for the Governor's Office.

New Options Available for **Location on Job Posting Display**

The "Location on Job Posting Display" field is a single selection option for recruiters to choose when creating a job posting. The selection then appears at the top of the job posting to job seekers. The options in the field are counties and cities, as well as "Multiple Locations Statewide" and "Out of State" for when those options are appropriate.

When posting a job for a larger county, you may be recruiting for several locations within that county at once. For that reason, additional options are now available: Clark County - Multiple Locations, Cowlitz County – Multiple Locations, King County - Multiple Locations, Kitsap County - Multiple Locations, Pierce County - Multiple Locations, Snohomish County - Multiple Locations,

Spokane County - Multiple Locations, Thurston County - Multiple Locations, and Yakima County - Multiple Locations.

The selection made in this field should be the location of the position.

When selecting the "Search Location" option(s), **please remember that you should ONLY select locations in which the position(s) on the posting is located.** Selecting Asotin County in the "Search Location" for a position in Thurston County – Lacey is both <u>confusing</u> and <u>discouraging</u> to job seekers. This leaves the job seeker with not knowing where the position is really located, thinking that the job search is not working correctly, or that the posting is purposely misleading (all comments we have heard from job seekers).

<u>Compatibility View for Internet Explorer</u>

It is anticipated that enhancements will be released to the OLRS by the end of August to better support IE10 and above. Until that time, if your computer has been upgraded to a higher IE, you may want to change the Compatibility View for the OLRS:

1. Log into Insight.
2. Click on **Tools** or the Tools icon in the upper right corner of your IE window .
3. Click on **Compatibility View Settings**.
4. In the "Add this website" field, neogov.com should appear (this is why you need to be logged in).
5. Click on the **Add** button that appears next to the field.
6. Click **Close**.
7. The screen should refresh. You MAY have to log out and back in.

<u>OLRS Training – August 14-15</u>

Are you new to using the state's OLRS or just want a refresher? The OLRS Training is scheduled for August 14th – 15th. The flyer can be found here and you register for the training as you do any training provided by DES (it is open in LMS for registration).

Not able to attend the training? You can find the training guide and other state of Washington user guides on the Online Recruiting System webpage, part of hr.wa.gov.

<u>Tying Test through eSkill</u>

You now have the ability to administer a typing test at your own location! The state has contracted with the service provider, eSkill, for all agencies. This allows you to incorporate a typing test at any time during the assessment process, when appropriate for the position.

DES no longer offers a typing test on site at the 1500 Jefferson St. building, it was discontinued on July 1st. **Please update any job postings that include DES as a typing test location.** Job seekers referred to DES for a typing test or certificate will be referred back to the agency that is requiring the test or certificate. There are several online typing resources and locations throughout the state which provide typing tests.

OLRS Notice #2014-04

It is recommended that each agency have one primary account holder for eSkill. If you are interested in having access to eSkill, contact Suzie Hagen at suzie.hagen@des.wa.gov to request a login ID for your agency account holder.

[Employment Workshop](#)

DES and [Thurston County WorkSource](#) have teamed up to provide a bimonthly overview of applying for jobs with the state through careers.wa.gov. Joining with WorkSource has increased our workshop exposure to potential eligible, active job seekers.

Reminders:

1. Images for job postings –
   - Add images within your agency's folder within the Image Library only.
   - Once an image has been uploaded to the Image Library, it **cannot** be deleted, edited, rename, or moved.

2. Accommodation with any part of the application process is provided by the agency. Your agency contact information needs to be within the EOE statement each job posting.

Questions or need assistance with the OLRS? Contact:
Service Center: (360) 664-6400
Email Contact: servicecenter@des.wa.gov

OLRS Communications are sent to OLRS users with active Insight roles. Want to review past communications? Visit [OLRS Notices](#) on the HR website.